Project Planning with Members

Project planning with members looks different for every team. Teams' varying sizes and primary service obligations create different needs, particularly around scheduling and organization. In addition to planning their service project, members should also keep a training of trainers mindset.

Thoughtful organization can help keep members on-track while providing them with training of trainers opportunities. The following lists include questions to help facilitators start organizing the project planning phase with these goals in mind.

Before Beginning Project Planning

⇨ What sort of role do you see for yourself as a facilitator while members are project planning? How do you see yourself fitting into and guiding this portion of the process? How are you going to structure planning sessions?

⇨ What sort of space will the members be using for planning purposes? Is there enough room in the space for all of the members to accomplish their tasks?

⇨ How will the groups (or task forces) work together so that the members are all aware of what other groups are doing? How will you ensure that different groups are not duplicating efforts on the same task?

⇨ Will the members have access to the supplies they will need for planning? Supplies could possibly include office equipment such as phones, computers with Internet access, printers and/or copiers, etc. If they do not have easy access to some of the supplies that they may need, how will you work around those limitations?

⇨ How will you make sure that the planning process is inclusive? Do you need to make accommodations for any of the members so they can participate fully?

⇨ How much time is being spent project planning? Will members have to spend time outside of scheduled planning sessions working on the project? If so, how will this fit into their primary service obligations?

⇨ How will you provide members with training of trainer opportunities during project planning? Can you walk them through your own process for organizing the project planning phase?

During Project Planning

⇨ Are members completing tasks in a timely fashion, building new skills, and being given opportunities to think about how to facilitate a similar process with youth?

⇨ How are you checking in with members? How are you keeping energy and enthusiasm high?

⇨ How are groups/task forces communicating? What can you do to increase good communication and ensure that all members have the information they need?

⇨ Have you built in at least one training of trainers debrief to give members the chance to discuss how the project planning process may look different with youth?

At the Project

⇨ Do you have assigned roles and tasks for all members? Does everyone have a clear understanding of their responsibilities before, during, and after the project?

⇨ Are there liability and/or legal restrictions to the tasks members or volunteers can perform during the project?

⇨ Do you have time built into the schedule to meet as a group before the project for a final check-in with members?

⇨ Do you have necessary safety equipment and First Aid supplies at the project site?

⇨ Is the project inclusive for all members and attendees? Do you need to make accommodations for any members or attendees?

⇨ Do you have time to debrief the project that day?